

**Rubrics used by the Ohio Environmental Education Fund  
to evaluate completed grant projects for the  
Regulated Community Audience**

**Instrument for Seminar, Class or Workshop**

**Level Four**

**I. Project Planning and Design**

- The actual participants or their peers were **somewhat** involved in the planning of the project content and logistics, such as agenda design, the topic selection, follow-up strategies, and timing/schedules.
- The topics and techniques used **build upon** existing resources but included **innovative** methods or materials that will **be effective in reaching this sector of the regulated community**.
- For **most topics**, the project **goes beyond the transfer of information** to build comprehensive awareness, knowledge and skills to make informed decisions and to **act to solve environmental problems and maintain regulatory compliance**.
- The project is **very** cost effective and involves **extensive** collaboration among **several** organizations.
- Factual accuracy and a balance of viewpoints **are** maintained.
- The project includes a **strong** follow-up component to reinforce project objectives.

**II. Participant Experiences**

- Participants are actively engaged for **at least half** of the program.
- The program includes **at least one** experience which goes beyond traditional lecture and audiovisuals, such as case studies, simulations, small group discussions and field experiences.
- Participants have **several** opportunities to choose from among a variety of sessions or assignments to best address their particular needs, issues and/or questions.
- Materials **and** sessions are divided into logical segments and **are used to reinforce and review information**.

- As a part of the program, participants **are informed** about how to access additional resources as they are using the information from the training and/or if there are changes in the regulations.

### **III. Evaluation and Results**

- A **comprehensive evaluation process** was a part of the project.
- The evaluation results characterize the program as **strong and successful**.
- **Follow-up contact is made within 2-6 months** to determine how the workshop participants are using the materials and information received at the training to comply with regulations and/or train their employees/operators.

## **Level Three – Seminar, Class or Workshop**

### **I. Project Planning and Design**

- The actual participants or their peers were **minimally** involved in the planning of the project content and format including design, topic selection, and dissemination strategies.
- The topics and techniques used **build upon** existing resources but include **at least one innovative** method or material that will **be effective in reaching this sector of the regulated community**.
- **For a few topics**, the project **goes beyond the transfer of information** to build comprehensive awareness, knowledge and skills to make informed decisions and to **act to solve environmental problems and maintain regulatory compliance**.
- The project is **somewhat** cost effective and involves collaboration among **several** organizations.
- Factual accuracy and a balance of viewpoints **are** maintained.
- The project includes **some** follow-up component.

### **II. Participant Experiences**

- Participants are actively engaged for **at least 25%** of the program.
- The program includes at least **one** experience which goes beyond traditional lecture and audiovisuals.

- Participants have **at least one** opportunity to choose from among a variety of sessions or assignments.
- Materials **and/or** sessions are divided into logical segments and **are used to reinforce and review information**.
- As a part of the program, participants **are informed** about how to access additional resources as they are using the information from the training and/or if there are changes in the regulations.

### **III. Evaluation and Results**

- **An evaluation** of the project was conducted.
- The evaluation results characterize the program as **successful**.
- **Follow-up contact is made within 6 - 12 months** to determine how the workshop participants are using the materials and information received at the training to comply with regulations and/or train their employees/operators.

## **Level Two – Seminar, Class or Workshop**

### **I. Project Planning and Design**

- The actual participants or their peers were **not** involved in the planning of the project.
- The topics and techniques **use only** existing resources that **might be effective** in reaching this sector of the regulated community.
- The project includes **only the transfer of information**.
- The project is **not very cost effective** and is conducted by **only one** organization or agency.
- Factual accuracy and a balance of viewpoints **are usually** maintained.
- The project includes a **minimal** follow-up component.

## **II. Participant Experiences**

- Participants are actively engaged for **at least some portion** of the program.
  - The program includes **no** experience which goes beyond traditional lecture and audiovisuals.
  - Participants have **at least one** opportunity to choose from among a variety of sessions or assignments.
  - Materials **and/or** sessions are divided into **somewhat logical** segments.
- \***No** information was provided on how to access materials or resources after the training

## **III. Evaluation and Results**

- **Little** evaluation of the project is evident.
- Evaluation results are **mixed or inconclusive**.
- **No** follow-up contact is made.

## **Level One – Seminar, Class or Workshop**

### **I. Project Planning and Design**

- The actual participants or their peers were **not** involved in the planning of the project.
- The topics and techniques **use only** existing resources that may or may not be effective.
- The project includes **only the transfer of information**.
- The project is **not** cost effective and is conducted by **only one** organization or agency.
- Factual accuracy and a balance of viewpoints **are not** maintained.
- The project includes **no** follow-up component.

### **II. Participant Experiences**

- Participants are **not** actively engaged at all during the program.

- The program includes **no** experience which goes beyond traditional lecture and audiovisuals.
- Participants have **no** opportunity to choose from among a variety of sessions or assignments.
- Materials and/or sessions **are not** divided into logical segments.
- No** information was provided on how to access materials or resources after the training

### **III. Evaluation and Results**

- **No** evaluation of the project is evident.
- **No** evaluation results are available.
- **No** follow-up contact is made.

For more information on these rubrics, contact:



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